

1.0 **Purpose**

- 1.1 The purpose of this policy and procedure is to define the system used to ensure students are recruited in an ethical and responsible manner which ensures students receive accurate information prior to enrolment to enable students to make informed decisions about studying with the school in Australia as per the requirements of the National Code 2007 and Section 3.8 of the Guidelines for Approved NSW School Providers Delivering Courses to Overseas Students.
- 1.2 This policy specifically pertains to the School's website compliance obligations.

2.0 **Responsibilities**

- 2.1 The Marketing Manager is responsible for the implementation of this policy/procedure and to ensure that web maintenance staff implement its requirements.
- 2.2 The Principal/Deputy Principal is responsible for the final approval of all marketing materials provided to the Marketing Manager.

3.0 **Requirements**

- 3.1 Students must be provided with information which will enable them to make informed decisions about their studies in Australia.
- 3.2 The school must have documented procedures in place for assessing students' English language proficiency (ELP) and qualifications and implement them as per the policy document procedures.

4.0 **Procedure**

- 4.1 Preparing Web Marketing Material: When preparing web material, the Marketing Manager will ensure that such material contains accurate Standards 2, 9, and 13, required information relating to the following elements from the National Code 2007 within the Enrolment link on PBS's website:
- 4.2 Std 2.1a -- Students will be informed about the requirements for: 1. course acceptance, 2. minimum required level of ELP, 3. educational qualifications or work experience and 4. the availability of course credit within the enrolment link on PBS's website.
- 4.3 Std 2.1b -- Students are informed about the modes of study through which the course may be offered, the course content and duration, qualifications offered if applicable, and assessment methods in 148-ML-PBS Pre-enrolment Information.
- 4.4 Std 2.1c -- Students are informed about 1. Campus locations and 2. a general description of facilities, 3. equipment and 4. learning and library resources available to the students in 148-ML-PBS Pre-enrolment Information.
- 4.5 Std 2.1d -- Students must be informed about arrangements with another registered provider, person or business to provide the course or part of the course, but PBS does not have such arrangement.
- 4.6 Std 2.1e -- The school provides information about 1. indicative *course related* fees, including 2. the potential for fees to change during the course and 3. applicable refund policies, in 148-ML-PBS Pre-enrolment Information and 009-PP-PBS Refund Policy.

- 4.7 Std 2.1f -- The school lists the grounds on which a student's enrolment may be deferred, suspended or cancelled: 014-PP-PBS Deferring Suspending or Cancelling Student Enrolment Policy.
- 4.8 Std 2.1g -- The school gives the students a description of the ESOS framework within the Policies link on its website.
- 4.9 Std 2.1h -- The school provides relevant information on living in Australia including:
- i) indicative costs of living
 - ii) accommodation options to students
 - iii) where students plan to bring school-aged dependents with them, the school informs them of Australia's schooling obligations and options, including the fact that they may have to pay school fees.
- 4.10 Std 2.2 -- The school provides documented procedures to assess students' ELP (028-PP-PBS Assessing English Language Proficiency Procedure).
- 4.11 Std 9 -- Course Duration is addressed in the 148-ML-PBS Pre-enrolment Information document.
- 4.12 Std 13 – The School lists the grounds on which a student's enrolment may be deferred, suspended or cancelled in 014-PP-PBS Deferring Suspending or Cancelling Student Enrolment Policy.

5.0 Records

Record	Description	Location	Retention
2.1g	ESOS Framework	Website	Checked every 12 mths
Policy and Procedure Documents	National Code and BOSTES NSW relevant compliant policy and procedure documents	Quality Intranet	Two years

6.0 References

- 6.1 015-PP-PBS Marketing Material & Advertising Policy
- 6.2 028-PP-PBS Assessing English Language Proficiency Procedure
- 6.3 Standard 13: 014-PP-PBS Deferring Suspending or Cancelling Student Enrolment Policy
- 6.4 009-PP-PBS Refund Policy
- 6.5 BOSTES NSW Guidelines 3.8
- 6.6 National Code 2007

7.0 Revision History

Review Date: December 2016

Rev.	Date	Description of modifications
1.	10/03/2015	Original Policy Draft
2.	20/04/2015	4.0: within the Enrolment link on PBS's website -- added